

Springdale Fire Department

Policy & Procedures Manual

Volume 1 – Administration

Section 102 – Personnel Policy

102.5 – Sick Leave

The allowable usages of sick leave and accrual rates are addressed in the City of Springdale Personnel and Procedures Manual. In addition to the aforementioned policy, SFD personnel shall observe the following policy concerning usage of sick leave.

Sick leave is not authorized until approved. Line personnel are to gain approval from their Shift Commander or Acting Shift Commander if working in place of the Shift Commander. Personnel in administrative assignments (Administration, Prevention, Training, and civilian staff) as well as Shift Commanders are to gain approval for sick leave usage from their immediate supervisor.

Personnel who become unable to work due to one of the appropriate reasons stated in the City of Springdale Personnel and Procedures Manual, Section 5.10 D, prior to the actual work period shall make notification of the sick leave request to their supervisor as identified above a **minimum of thirty minutes prior** to the actual start of the shift or work period, except in rare and unique circumstances when, due to severe illness or injury the personnel are incapacitated or otherwise unable to make notification of their sick leave. The supervisor is to be given the reason for the sick leave request and the anticipated length of the sick leave period. It is preferred that personnel make notification of sick leave requests as soon as possible in order to facilitate more fluent coverage of positions.

Requests for sick leave usage must be in the form of two-way, verbal communication between the personnel and their supervisor as identified above. Text messages, email messages, etc. are not considered adequate or appropriate notification and will not result in approval of sick leave requests. Personnel may not have other persons make the request for sick leave approval on their behalf unless unique circumstances exist that prevent personnel from communicating directly with their supervisor.

Shift Personnel who request sick leave during the course of their work period shall notify their immediate supervisor, who will notify the on duty shift commander and advise the reason for the request and the anticipated length of the sick leave period. Personnel are not authorized to leave their post of duty until proper notification has been made and approval has been obtained from the on duty Shift Commander.

Personnel may be authorized to use “special vacation” time for family issues or in other instances when the usage of sick leave is not allowed. “Special vacation” must be approved by the Fire Chief in advance. “Special vacation” may be requested even when routine vacation is not available.